

# LARGE GATHERING IN A PARK APPLICATION

*A Large Gathering in a Park application must be submitted for any planned Park Gatherings lasting one hour or more with an anticipated attendance of 75 or more people. A Large Gathering application is not necessary if you are reserving only a pavilion, gazebo or ball field. Please be aware that a Large Gathering Permit does not grant permission to vend in a park, erect a tent, stage, or moonwalk or use alcohol. Please submit completed application (along with \$50 non refundable user fee) no less than 15 calendar days (30 days if using portable toilets, banners, amplified sound or generators) prior to your event to:*

**Mayor's Office of Special Events**

55 Trinity Avenue, SW  
Suite 2400  
Atlanta, GA 30303  
404-330-6741 Fax: 404-658-7096

**or City of Atlanta Office of Parks**

Park Reservationist  
233 Peachtree Street, NE  
Harris Tower, Suite 1600  
Atlanta, GA 30303  
404-546-6757 e-Fax: 404-546-9635

**Official Use Only**

Date Received \_\_\_\_\_

Fax\_\_ Mail \_\_ Delivered \_\_

Schedule clear \_\_\_\_\_

Payment Y\_\_\_ N\_\_\_ Date \_\_\_\_\_

1. Today's date: \_\_\_\_\_
2. Name of park: \_\_\_\_\_
3. Name of gathering or activity: \_\_\_\_\_
4. Date of activity: \_\_\_\_\_ Type of activity: \_\_\_\_\_
5. Setup time: \_\_\_\_\_ Breakdown time: \_\_\_\_\_
6. Starting time: \_\_\_\_\_ Ending time: \_\_\_\_\_ No. of people expected: \_\_\_\_\_
7. Location of activity in park: \_\_\_\_\_

8. Name of organization or group: \_\_\_\_\_

9. Contact person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

10. Alternate contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

11. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. City resident: Yes \_\_\_ No \_\_\_

*The applicant must present a driver's license, voter registration card or utility bill in the applicant's name. The Reservationist shall make a photocopy and attach it to the application. The City reserves the right to verify the information presented, and if the information is incorrect, the City reserves the right to cancel the reservation.*

13. Is this an annual event? Yes \_\_\_ No \_\_\_

14. How many years have you been holding this event? \_\_\_\_\_

15. Describe details of the proposed activity (types of activities, equipment involved, setup configuration): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## LARGE GATHERING IN A PARK PORTABLE TOILETS

16. Where in the park will the toilets be placed? (Please indicate on site plan as well.)

*Portable toilets must be on a **paved** level surface never on grass. If portable toilets are left overnight we request that they be zip tied to prevent unauthorized use after the event. All portable toilets must be removed from the park within 24 hours of the conclusion of the Large Gathering.*

17. The permit applicant must obtain approval from the Park District Maintenance Supervisor to have portable toilets in the park. The District Supervisor may approve either via e-mail to the Special Events Coordinator or by signing this application in the presence of the applicant. For the name and contact information of the appropriate District supervisor, please call 404-546-6744 or visit our web site at <http://www.atlantaga.gov> and follow these links: *Departments\ Parks, Recreation and Cultural Affairs\ Office of Parks*. Under Park Information, go to List of Parks Sorted by Maintenance District.

District Maintenance Supervisor signature (if applicable): \_\_\_\_\_

## LARGE GATHERING IN PARK AMPLIFICATION

18. Do you plan to have amplified sound at your event? If yes, this application must be submitted at least 30 days prior to your proposed event.

Yes \_\_\_\_\_ No \_\_\_\_\_

19. What type of sound equipment will you use? \_\_\_\_\_

20. What type of sounds will be amplified? \_\_\_\_\_

21. Start time of amplified sound: \_\_\_\_\_ End time: \_\_\_\_\_  
Please include sound checks if applicable

22. Where will you obtain electricity for your amplified sound? \_\_\_\_\_

23. Description of generator (if applicable):  
(An electrical permit must be obtained from  
Bureau of Buildings when using a generator in a  
park) Please call (404) 865-8550.

Wattage: \_\_\_\_\_ Weight: \_\_\_\_\_ Fuel tank size: \_\_\_\_\_

24. On your site plan, identify the proposed location of the amplification equipment and the generator.

## LARGE GATHERING IN A PARK COOKING

*It is prohibited to dispose of charcoals anywhere in a park other than in city-provided receptacles that are clearly marked for charcoal disposal. The bottom of all grills should be at least 12 inches above the grass (24 inches is recommended). In Piedmont Park grilling is allowed only in designated areas and on in grills provided; no portable grills or ground fires allowed.*

25. Will there be any cooking at the event? Yes \_\_\_\_\_ No \_\_\_\_\_

26. If yes, what is the proposed fuel source? \_\_\_\_\_

27. Will there be any LP gas, flammable or combustible liquids used at this event? Yes \_\_\_\_\_ No \_\_\_\_\_

28. If yes, give the name, intended use and how much will be stored on the site:

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## LARGE GATHERING IN A PARK - OTHER

29. How will you publicize the activity? \_\_\_\_\_

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30. Is the required site plan attached? Yes \_\_\_\_\_ No \_\_\_\_\_

**An acceptable site plan is a reasonably accurate representation of where the Large Gathering will be held in a park. Site plans need not be to scale. Please include the nearest streets, residences and business.**

**APPLICATIONS WITHOUT A SITE PLAN CANNOT BE PROCESSED.**

31. How will you clean the area after your activity? \_\_\_\_\_

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32. Additional applicant comments (if any): \_\_\_\_\_

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### (OFFICIAL USE ONLY)

Exempt: Yes \_\_\_\_\_ No \_\_\_\_\_ Total: \$ \_\_\_\_\_

Sanitation Bond: \$ \_\_\_\_\_ Date: \_\_\_\_\_

User Fee: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Date Canceled: \_\_\_\_\_

Amount Refunded: \$ \_\_\_\_\_

## 2010 Rules and Regulations Large Gathering in a Park Permit

*Your signature below verifies that the information provided in this application is accurate and complete and that you understand and agree to comply with the rules, conditions and limitations contained in this permit application. For additional information, please reference the City of Atlanta Code of Ordinances, Sec. 110-75 and 110-76.*

1. Anyone planning a "Large Gathering" in a park, where the gathering is reasonably expected to have more than 75 people, and is reasonably expected to last for one hour or longer, must have a Large Gathering permit. Permit applications for a Large Gathering cannot be made earlier than 3 months prior to the event, or later than 15 calendar days (30 days if using portable toilets, banners, generators or amplified sound) before the event. An exception to this requirement shall arise when a gathering occurs within 48 hours of an identifiable event or decision, the date of which could not have been predicted with certainty, including but not limited to an announcement regarding a military action, an announcement of a court decision, or a death, in which case the reservation shall be made as early as possible so the City can provide adequate services.
2. Large Gathering permits are granted based upon availability and are on a first come first served basis. Priority for competing applications for substantially the same time and place shall be given to the first complete application package received, including requisite fees, site plans and deposits, if required. Applications from City residents, or on behalf of groups whose primary location is inside the City of Atlanta, shall be given priority over applications from non-City residents or on behalf of groups whose primary location is outside the City of Atlanta. A previously booked Outdoor Festival, Assembly, or Special Event will take precedence over a large gathering. (Outdoor Festivals, Assemblies, and Special events are permitted through the Mayor's Office of Special Events, 404-330-6741.)
3. A non-refundable fee of \$50.00 is required along and a refundable sanitation bond of \$100.00 is also required. **Money orders are the only form of payment accepted for sanitation bonds. Money orders, checks, credit/debit cards are accepted forms of payment for non-refundable fee.** No cash will be accepted. Refunds will be sent to the address of record.
4. No permit will be issued until a complete application, including site plan and sanitation bond, is received.
5. The permit entitles the holder to the exclusive use of the assigned area only. Review all the conditions of your permit. **Parks are reserved as is.** Electricity, additional water, and additional restroom facilities are not provided. (An electrical permit must be obtained from Bureau of Buildings when using a generator in a park)
6. The permit holder is responsible for all clean up, including removal of all trash, decorations, and other items brought into the park. The Office of Parks is not responsible for setting up or taking down rental equipment, nor is the Office of Parks responsible for any rental equipment delivered to the site.
7. In the event that a person or group has a Large Gathering and leaves the park in the same condition as before the Large Gathering, the sanitation bond will be refunded. In the event that a person or group has a Large Gathering and fails to leave the park in the same condition as before the Large Gathering, and the City spends more than one employee hour cleaning or restoring the park to its previous state, the sanitation bond will be revoked, and the person or group shall be responsible for reimbursing the City for the cost of the clean-up or restoration activities that exceeds the sanitation bond within 30 days of receiving a bill from the City. Persons, groups, or persons representing a group that failed to pay a previous bill within 30 days of receipt, will be required to provide an additional sanitation bond in the amount of said bill as a condition of making any future park reservation.
8. In the event that the lawn, plants, walls, pavement or other infrastructure of a park is damaged during and as a result of a Large Gathering, the person or group making the reservation is responsible for reimbursing the City for the cost of repairing the damage, or replacing the damaged item(s) if the City finds that replacement is necessary.
9. For events that have portable toilets, the permit holder is responsible for arranging delivery and pick up of the toilets. The permit holder shall contact the District Maintenance Supervisor of the park (as listed on the permit) to inform him/her of the date and time portable toilets will be delivered and to obtain approval of their proposed location. **The permit holder is responsible for removal of all portable toilets within 24 hours of the conclusion of the event.**
10. The permit holder is responsible for notifying the Office of Reservations (404-546-6757) immediately of any changes to the information provided or requests made in the application. Office of Parks staff may not be able to honor last minute changes or requests.
11. Except in specially designated areas, dogs and other pets are allowed in a City park only if they are leashed. It is the responsibility of the person bringing a pet into a park to clean up after the pet. Pets are prohibited from amphitheaters, swimming pools and pool areas, tennis courts, golf courses, lakes, zoos, and within 15 feet of all fences and structures. No pets are allowed during A, B, or C festivals.
12. In Piedmont Park, no pets are allowed in the lake, on tennis courts, on the ballfields or the playgrounds.

13. No horses or ponies are allowed in any park at any time.
14. **No moonwalk, dunk tank, or any equipment that calls for independent power is allowed under the terms of a Large Gathering in a Park Permit.** For these items, an Outdoor Festival Permit issued by the Mayor's Office of Special Events (404-330-6741) is required.
15. No glass containers are allowed in the park.
16. No selling of food or other items is allowed, and no alcoholic beverages are allowed except by special permit.
17. In Piedmont Park, grilling is allowed only in designated areas and only in grills provided; no portable grills or ground fires are allowed.
18. No stake, post, pole or any other device may be driven into the ground and no hole may be dug without written authorization from the Department of Parks, Recreation and Cultural Affairs.
19. No tents or canopies are allowed without the reserving party obtaining written permission from the Commissioner or designee of the Department of Parks, Recreation and Cultural Affairs, as well as all other permits required by the City.
20. Absolutely no illegal substances are allowed on City property.
21. The permit holder hereby agrees to hold the City of Atlanta and the Department of Parks, Recreation and Cultural Affairs harmless for any and all liability and loss, which the permit holder and the other Large Gathering attendees may suffer or incur, through the use of the park during, immediately before, or immediately after the Large Gathering.
22. A Large Gathering in a Park permit may be revoked or terminated if:
  - a. The applicant provides false information to the City.
  - b. By reason of disaster, public calamity, riot or other emergency, the City determines that the safety of the public or property requires revocation.
  - c. The permit holder or participant violates a policy, rule or regulation as set forth in the permitting process.
  - d. The permit holder transfers or attempts to transfer the privileges contained in the permit to another party.
23. All reservation applicants must present proof of residence at the time reservations are made, in the form of a driver's license, voter registration card or utility bill in the applicant's name. It is unlawful for a nonresident individual or organization to fraudulently apply for use of Department of Parks, Recreation and Cultural Affairs facilities in the name of a City of Atlanta resident or through the use of a City of Atlanta address. Violators may be subject to prosecution in accord with the City of Atlanta Code of Ordinances Section 106-90 and subsequent sections.
24. Any person who holds a Large Gathering without a permit shall be guilty of a misdemeanor, as provided by ordinance. In addition to other penalties that may be assessed, a person or group holding a Large Gathering without obtaining a permit, shall be responsible for paying all costs that would have been owed had a permit been obtained.
25. The Large Gathering in a Park permit holder (host) or his/her designee must be present on site with the Large Gathering in a Park permit in his/her possession during the entire outdoor event, including set-up and break-down. The host or his/her designee must also provide the Special Events Coordinator with his/her contact phone number or location of the person carrying the outdoor event permit so that the Special Events Coordinator may contact the permit holder at any time during the Large Gathering in a Park.
26. The event organizer/permit holder agrees to indemnify and hold harmless the City of Atlanta, its officials, agents and employees from any and all losses, expenses, demands and claims (including without limitation attorneys' fees and costs) against the City of Atlanta its officials, agents and employees sustained or alleged to have been sustained in connection with or arising out of this Outdoor Event permit, or the performance of the permitted activities by the event organizer or a contractor employed by the event organizer or any of their officers, agents or employees. This indemnification clause shall include without limitation all losses, expenses, demands and claims arising from the intellectual property rights, the alleged intellectual property rights, and/or the licensing requirements of any third party.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## LARGE GATHERING SITE PLAN

**Park name:** \_\_\_\_\_ **Name of gathering or activity:** \_\_\_\_\_ **Proposed date:** \_\_\_\_\_

Street name	
Street name	

Please indicate the proposed location of all tables, chairs, grills, garbage receptacles, amplification, games, portable toilets, banners, etc. Make sure you show how these items will be placed in relation to existing elements in the park, such as structures, sidewalks, park roads, trees, planting beds, playgrounds, ball fields, etc. All details described in this application must be identified on this site plan. Failure to label street names and provide all necessary details on the site plan will constitute an incomplete site plan and may delay the permitting process.

## EMERGENCY MEDICAL SERVICES PLAN

911 is an appropriate plan for MOST Class E events (1,999 or less persons). Atlanta Fire-Rescue must approve your plan and reserves the right to require additional services in the interest of public safety. For more information please contact AFRD Sp. Events: 404.546.7042, Fax 404.546.8358

☐ **911** If your event is under 1999 persons please check box if using 911 as your Plan and complete this section and sign

Name of Large Gathering: \_\_\_\_\_ Date(s): \_\_\_\_\_

Estimated Participating # \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

### Must match Water and Restroom Plan Numbers

\_\_\_\_\_ Portable Restrooms

\_\_\_\_\_ Portable ADA Restrooms

\_\_\_\_\_ Public Water Sources

\_\_\_\_\_ Fixed Restrooms

\_\_\_\_\_ Fixed ADA Restrooms

Signature: \_\_\_\_\_

If 911 is not your plan and you will have EMS coverage by a private vendor please fill out the below information and see next page for EMS requirements.

Event Type (Block Party, Market, Dinner, Other-please list) \_\_\_\_\_

Event Address/Location: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Name of Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_ Cell#: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Will Alcohol Be Served? YES \_\_\_\_\_ NO \_\_\_\_\_ Times: \_\_\_\_\_ to \_\_\_\_\_

On Site Contact Person (Name, Cell Number) During the Festival/Event:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

EMS Provider Info:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

I understand my EMS Provider must have on identifiable uniforms: YES \_\_\_\_\_ NO \_\_\_\_\_

### INSERT APPLICABLE NUMBERS (NO X'S OR CHECK MARKS)

EMS Vendor /AFRD Monitor must be provided an event radio. Show First Aid, Water, Restrooms, EMS Locations on site plan/route map. ATLANTA FIRE-RESCUE DEPARTMENT MUST APPROVE YOUR PLAN

\_\_\_\_\_ AMBULANCE SERVICE (# of ALS Units)

Please Print-Medical Director of Provider

Signature/Date-Medical Director

\* Required for ALS Units and shall be gotten from EMS Provider prior to submission.

\_\_\_\_\_ Medical Director  
\_\_\_\_\_ Registered Nurse  
\_\_\_\_\_ Licensed Practical Nurse  
\_\_\_\_\_ Emergency Medical Technician  
\_\_\_\_\_ Paramedic  
\_\_\_\_\_ Physicians Asst.

\_\_\_\_\_ First Aid Stations  
\_\_\_\_\_ Bike Team(s)  
\_\_\_\_\_ Foot Patrol(s)  
\_\_\_\_\_ Sag Wagon(s)  
\_\_\_\_\_ Firefighter/Medic  
\_\_\_\_\_ \*\*Other (Please list)

☐ APPROVED

☐ DISAPPROVED

Please Print- EMS Chief of AFRD,  
Special Event Coordinator or Designee

Signature/Date- EMS Chief of AFRD  
Special Event Coordinator or Designee

**EMERGENCY MEDICAL SERVICES PLAN INFORMATION SHEET**  
**PLEASE READ COMPLETELY—DO NOT SUBMIT WITH APPLICATION**

	<b>Class A</b> 50,000 and over	<b>Class B</b> 49,999- 20,000	<b>Class C</b> 19,999 - 10,000	<b>Class D</b> 9,999 - 2,000	<b>Class E</b> 1,999 - 1
<b>Ambulance(s)</b>					
<b>Advanced Life Support Unit (ALS)</b>	3	2	1		
<b>Bike Team(s)/ Foot Patrol(s)</b> (suggested for route coverage)					
	3	1	1		
<b>First Aid Station(s)</b>	2	1	1	1	

Please **ATTACH** an agreement letter, on provider's letterhead, between your organization and the agency contracting EMS services. Include contact information (Name/Number), complete listing of contracted services, the manner in which they will be managed/deployed, complete listing of personnel state certification levels (MD, RN, EMT, Paramedic, NPQ), and date(s)/hours of all medical aid areas.

These numbers indicate the minimum number of EMS personnel and/or equipment required for the specified class of event and are subject to change pending review of your event application by the Chief of EMS of the Atlanta Fire-Rescue Department and/or Special Event Coordinator. City Ordinance Chapter 42-Outdoor Events, Section 142. For more information please contact 404.546.7042.

1. **ALL MEDICAL LOCATIONS MUST BE SHOWN ON BOTH THE SITE PLAN AND ROUTE MAP**
2. **Class A-C, Half/Full Marathons, Routes 7 miles or more must submit a medical plan that fully explains medical coverage, communication, placement**
3. **If an ALS Unit is used you must get Medical Directors Signature from provider on EMS Plan prior to submission**
4. **All First Aid Stations must have signage, must be one of the required water stations, and if open past dusk must have lighting**
5. **All EMS personnel must wear readily identifiable uniforms including name badge and level of Georgia EMS licensure. (EMT-B, EMT-I, C/T, or EMT-P)**
6. **Minimum staffing for all Bike Teams will be one (1) Emergency Medical Technician-Intermediate and one (1) Paramedic**
7. **Minimum staffing for all Foot Patrol Team(s) will be one (1) Emergency Medical Technician-Intermediate and one (1) Paramedic**
8. **Minimum staffing for all First Aid Station will be one (2) Emergency Medical Technician-Intermediate**
9. **All Class D and above will have an EMS Monitor assigned and will require a radio from organizer**

## RESTROOM PLAN

Name of Event/Festival: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

**EVENTS THAT ARE NOT RUN/WALK EVENTS AND ARE LESS THAN 249 PERSONS MAY OMIT RESTROOMS**

Events are required to provide restroom facilities that are both American Disability Act (ADA) accessible and non-accessible in the immediate area of the event site which will be available to the public. The Atlanta Fire Rescue Dept. may determine if less or more may be necessary based on time of year, location, event type to ensure proper safety.

- For each sewerd restroom (fixed, permanent) available onsite, subtract 1 from the portable number.
- If alcoholic beverages sold/available, add 25% from the base number required.
- You need to have a minimum of 1 ADA per portable toilet cluster. Race routes #'s may be adjusted.
- **Your site plan must indicate the location(s) and number of all restroom facilities**
- Parades must have restrooms at both marshalling and disband area based on participant #'s.
- For more information please contact AFRD Sp. Events 404.546.7042.

YES NO

☐ ☐

**I acknowledge I must provide portable or sewerd restrooms facilities at my event and that they must be checked and restocked throughout the event?**

Restroom Details: Total number of portable restrooms \_\_\_\_\_  
Total number of ADA portable restrooms \_\_\_\_\_  
Total number of fixed sewerd toilets available onsite \_\_\_\_\_ Fixed ADA \_\_\_\_\_

Written permission on the facilities letterhead if using fixed toilets shall be provided/included listing number of both standard and ADA compliant stalls. Please detail the location of fixed toilets in relation to event location and how event participants will be informed of fixed restroom locations. Some locations may require signage.

Portable Restroom Vendor: \_\_\_\_\_

Vendor Contact #: Day ( ) \_\_\_\_\_ Emergency#/Cell# ( ) \_\_\_\_\_  
Equipment Setup Date \_\_\_\_\_ Time: \_\_\_\_\_ Equipment Pickup Date \_\_\_\_\_ Time \_\_\_\_\_

Please **ATTACH** an agreement between your organization and the vendor providing the portable restrooms.

- Agreement letter (**NO Proposals/Quotes**) must be submitted on the letterhead from vendor and must include the number of portable restrooms/ADA toilets ordered, drop off/pick up information.
- Please note that for events held in parks, portable restrooms must be on a paved, level surface (never placed on turf) and zip-tied or locked for over-night stays.
- All portable restrooms must be removed within **48 hours** of event close, unless another agreement with EMS has been established. Failure to remove them by an agreed upon date may result in significant penalties.

Attendance Number	Standard Restrooms	Standard Restrooms Alcohol Sold/Available	ADA Restroom(s)
250-499	2	3	1
500-999	3	4	1
1,000-1,999	4	5	1
2,000-2,999	5	6	1
3,000-3,999	7	9	1
4,000-4,999	10	13	2
5,000-5,999	12	15	2
6,000-6,999	14	18	2
7,000-7,999	17	21	2
8,000-9,999	20	25	3
10,000-11,999	25	32	3
12,000-14,999	28	35	3
15,000-16,999	30	38	4
17,000-19,999	35	44	4
20,000-24,999	38	48	4
25,000-29,999	42	53	5
30,000-39,999	44	55	5
40,000-49,999	48	60	5
50,000-74,999	50	63	6
75,000-99,999	75	94	8
100,000-Above	100-TBD	125-TBD	11-TBD

## WATER PLAN

Name of Event/Festival: \_\_\_\_\_ Peak Number of Attendees: \_\_\_\_\_

Number of Water Stations: \_\_\_\_\_ Capacity (i.e. # of ounces, # of gallons) \_\_\_\_\_

**Drinking Water Supply (DWS):** Free drinking water should be made available and accessible for both the general public attending as well as participants of the special event. This supply of free potable water should be conveniently located with identifying signage that says "Water Station" with the exception of along the route. For quantity calculations assume at a minimum ½ gallon of water per person per day. For more information please contact AFRD Sp. Events: 404. 546.7042.

Source of water (bottles, fountains, coolers): \_\_\_\_\_

**Coolers** should be a minimum of 5 gallons each, have a secured lid, and in warmer months include ice. A dedicated staff person should be assigned for servicing each station a minimum of every hour replenishing throughout the event. No less than 5oz cups must be provided and maintained. An adequately sized solid waste receptacle must be provided to receive all spent drinking cups. Fixed fountains count as station if reasonably located within event activity area. Directional signage may be needed.

Location of water sources: \_\_\_\_\_

**Parades/Marches** must have water at both marshalling area and disband. Depending upon time of year and participant numbers may be required at review stand as well. Please make sure your **Site Plan** shows all water stations locations to include along the route. **Half/Full Marathons** must provide locations in writing as well. Location(s) should be accessible to main crowd area(s). **First Aid stations** must have water and will serve as a required water station. If your event is hiring an ALS Unit, it should be equipped with water.

### DRINKING WATER STATION UNIT REQUIREMENTS PARADES, MARCHES, RALLIES, DEMONSTRATIONS, GATHERING AREAS

The following matrix determines the minimum number of water stations for this event type.  
**The Atlanta Fire-Rescue Department may determine that less or more stations may be necessary based upon time of year, location, and /or event type to ensure proper safety of the event.**

Parades/Marches must provide water during the months of May through September only

Participation/Attendance Numbers All Other's Based on Attendee +Participant #'s	Required Drinking Water Stations (no less than 10 gallons per station; each cooler/ water set up counts as station)
250-2,999	2
3,000-9,999	2
10,000-11,999	4
12,000-14,999	4
15,000-29,999	6
30,000-99,999	6
100,000+	10+

### WATER STATION UNIT REQUIREMENTS RUN/WALK ROUTE

**Dedicated staff persons should be assigned to each station ensuring replenishment and clean up.**

**5K thru 10k:** Below 5k should have a minimum of 1 station in start/finish area

**Minimum Locations of Water Stations:** Start, Finish and Half-Way Point

**Above 10k thru Full Marathons:** Based on moderate heat index and humidity factors

**Minimum Locations of Water Stations:** Start, Finish and Every two miles unless deemed otherwise

### ATLANTA FIRE RESCUE FIRE SAFETY PLAN

In determining the adequacy and appropriateness of any Emergency Services and Fire Safety Plan, the Atlanta Fire Rescue Department (AFRD) shall be guided solely by considerations of the anticipated number of attendees at the event, its location, exit gates or barriers, season, cooking, presence of special hazards (fireworks displays, pyrotechnics, special effects), as well as past experience with this specific outdoor event, or the event's Applicant or Host. For more information please contact the Inspections Section: 404- 546-7000. (City Ordinance Chapter 42)

Name of Assembly: \_\_\_\_\_

Date: \_\_\_\_\_ Start/End Time: \_\_\_\_\_

Address: \_\_\_\_\_ Contact Number: \_\_\_\_\_

1. What is your estimated attendance at this event \_\_\_\_\_ Section 142-21(F)
2. Do you intend to erect a fence around the event? Yes ☐ No ☐ Section 142-2(E)  
If yes, you will be required to get an occupancy limit from Atlanta Fire Rescue.
3. Will any tents be erected at this event? Yes ☐ No ☐ Section 142-41  
How many: \_\_\_\_\_ Sizes: \_\_\_\_\_
4. Has the Commissioner of Parks approved your tent set up? Yes ☐ No ☐  
Any tents 10X10 or less do not require approval by the Commissioner of Parks and must be shown on the site plan
5. Will there be any streets/lanes closing for this event? Yes ☐ No ☐ Section 142-21(2),(3)
6. Will any signs or banners be hung? Yes ☐ No ☐ Section 142-21(2),(3)
7. Will there be any fireworks/pyrotechnics displayed in conjunction with this event? Yes ☐ No ☐ Section 142-21 (2g), (3h)
8. Will there be any cooking at the event? Yes ☐ No ☐ Section 142-21 (2g), (3h)  
If yes, what will be the fuel source \_\_\_\_\_
9. Will there be any LP-Gas, charcoal, flammable or combustible liquids used at this event? Yes ☐ No ☐  
If yes, give the name, intended use and how much will be stored on the site: \_\_\_\_\_

**\*\*Be advised that large quantities of fuel stored on site require a fuel tank permit. The application can be found in the sub-permits section of the website.**

10. Will there be any candles or fire pits used at your event? Yes ☐ No ☐

**Before a permit can be issued the site plan shall be submitted to the Fire Marshal's Office for approval. \*Note: Any deviation of the approved site plan must be resubmitted to the Fire Marshal's office for re-approval. Section 142-37**

**\*\*To be completed by the ATLANTA FIRE RESCUE ONLY\*\***

Number of off-duty fire inspectors or fire marshals needed for this event \_\_\_\_\_

☐ APPROVED ☐ DISAPPROVED

\_\_\_\_\_  
Print-Chief of Fire Prevention or Designee

\_\_\_\_\_  
Signature-Chief of Fire Prevention or Designee

**ATLANTA FIRE RESCUE FIRE SAFETY PLAN CONTINUED**

YES NO

- ☐ ☐ Will your event include the use of any signs, banners, decorations, or special lighting?
- If yes, please describe size of banners, number of banners, how and where they will be secured and when they will be installed and removed (attach additional sheets if necessary)
- \_\_\_\_\_
- \_\_\_\_\_

YES NO

- ☐ ☐ Will any banners be attached to light poles or any other object in any City Street, sidewalk or right-of-way? (If yes, please contact the Department of Public Works at 404-330-6240.)

**Note:** Fastening or attaching any rope, sign, banner, flyer or other object to any tree or shrub is strictly prohibited.

**Please check one:**

You can receive a banner Sub-Permit with the issuance of the Outdoor Event Permit or at the time of Set-Up.

- ☐ With Outdoor Event Permit
- Attach Certificate of Flammability to the application from the banner's fabric manufacturer. Banners must be flame resistant and made of materials that meet the National Fire Protection Association 701 standards.
  - Or, applicant can take a sample of the Banner material to the Atlanta Fire Rescue Department (AFRD) for testing **BEFORE** or **AFTER** submission of outdoor event permit.

After testing an AFRD an AFRD approval letter will be given to the applicant.

AFRD is located on the first floor of 226 Peachtree St., SW, Atlanta, GA 30303. Parking is located on the backside of the building on Pryor St. For more information, contact 404- 546-7000.

- ☐ At time of set-up of event

Set-up Contact Name: \_\_\_\_\_ Cell Number: \_\_\_\_\_

**Note:** At any Outdoor Event, the Fire Rescue Department shall have the authority to require that a Banner be taken down upon a finding that the Banner does not meet the National Fire Protection Association 701 standards.

YES NO

- ☐ ☐ Will your event include the use of any decorations or special lighting that could be a fire hazard?
- If yes, please describe: \_\_\_\_\_

YES NO Are you hiring off-duty fire safety personnel? Must be National Fire Protections

- ☐ ☐ Association Certified Fire Inspectors 1 and have jurisdictional authority in the City of Atlanta. How Many: \_\_\_\_\_

# ATLANTA POLICE DEPARTMENT

## Event Permit Application

### SECURITY PLAN

ALL EVENTS WITH MORE THAN 250 PEOPLE ARE REQUIRED TO COMPLETE A SECURITY PLAN

\*\*Please note that the Commander of the Atlanta Police Department, Special Operations Section must approve your plan before a permit will be issued.

Today's Date: \_\_\_\_\_

Event Name: \_\_\_\_\_

- |                                       |  |  |
|---------------------------------------|--|--|
| <input type="checkbox"/> Festival     | <input type="checkbox"/> Race/Walk           | <input type="checkbox"/> Street/Lane Closing (Attach form APD 654) |
| <input type="checkbox"/> Parade/March | <input type="checkbox"/> Concert/Performance | <input type="checkbox"/> Other                                     |

Description of Event: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location (s) / Route: \_\_\_\_\_

Security Plan Summary: (Attach Plan of Action or briefly describe security plan to include, but not limited to, crowd control, internal security and venue safety)

Number of security required: \_\_\_\_\_ POST-certified off-duty law enforcement officers only)

List agencies represented by Off-duty Officers: \_\_\_\_\_

List Lead Officer's name and contact number: \_\_\_\_\_

TRAFFIC:	Fixed: _____	Mobile: _____
CROWD CONTROL	Fixed: _____	Mobile: _____

Number of Barricades required: \_\_\_\_\_ (applicant must provide barricades)

Are you hiring additional security from a private security company? ☐ Yes ☐ No

Please note: this is not a substitute for POST-certified off-duty law enforcement officers

If yes, please list the name and contact number of private security company: \_\_\_\_\_

The above portion of this form is to be filled out by the Festival Organizer or Promoter ONLY. Atlanta Police Officers are prohibited by City Ordinance from signing this form as Security Coordinators. For more information, contact Special Operations at (404) 209-5260 or by fax at (404) 209-2518.

**\*\*To be completed by the ATLANTA POLICE DEPARTMENT (SOS) ONLY\*\***

Application Number: \_\_\_\_\_

Zone: \_\_\_\_\_

☐ APPROVED

☐ APPROVED

☐ DISAPPROVED

☐ DISAPPROVED

\_\_\_\_\_  
Commander, Special Operations Section  
Atlanta Police Department

\_\_\_\_\_  
Deputy Chief, Field Operations  
Atlanta Police Department